

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA098

NAME: JOB INQUIRIES AND REFERENCES

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:	01/12/2024	BY: HR Manager
(LAST) REVIEW DATE:	01/18/2024	BY: Policy Committee
DISCONTINUED DATE:		REPLACE BY:

I. PURPOSE

To outline the process when responding to requests for employment information about Sanilac CMH staff.

II. APPLICATION

Populations: **NA**
Programs: **Direct - ALL**
Contracted - ALL

III. STANDARDS

All requests for information about a current, retired or terminated staff member from Sanilac County Community Mental Health Authority (Sanilac CMH) must be transferred to the Human Resources Department. Sanilac CMH’s HR Department may disclose to prospective employers the former staff member’s dates of employment, final title or position, job location, starting and ending salary history and eligibility for rehire. Supervisors, Officers, and other employees may not give references for current or past employees.

Information requested by a law enforcement agency will be provided, if it is believed that an applicant, staff member, or former staff member has been engaged in illegal activities; if actions of the individual threaten physical injury to Agency property, other staff members or persons served; or to protect the legal interests of the Agency. In such cases, any release of information will be made only if approved by the CEO.

This policy does not prohibit staff from serving as a personal reference for other staff when requested by that staff person. This reference should clearly outline that this is a personal perspective rather than an Agency position. Personal references may not reflect employment at Sanilac CMH, your job title, supervisor, etc. This includes using Agency property, such as letterhead. Personal references are considered to be outside of the scope of employment.

IV. ATTACHMENTS

V. REFERENCES